

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**Class Title: Equipment Operator III****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Maintains city streets. Installs and maintains utility lines, sewer and water mains and house lines. Provides supervision and support. Performs grave openings, foundation services and maintenance to cemetery grounds. Performs landscaping duties which include removing trees, mowing ditch banks, performing mechanized beach-cleaning, and hauling nursery stock.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code	ESSENTIAL FUNCTIONS
1 H	Maintains asphalt roadways and repairs damage such as pot-holes, cave-ins, utility cuts , and areas requiring surfacing or resurfacing. Repairs and finishes concrete by removing unsafe curbs, and gutter, sidewalks, driveway or roadway, setting forms and grading area, pouring concrete, raking and floating, troweling edging and cutting joints and brooming. Repairs concrete and asphalt, girders, pilings, abutments, railings, expansion joints, decks, sidewalks, lights, and related structures on bridges, underpasses, and sea walls. Manages training, planning, material scheduling, equipment, personnel, completes time sheets, closes and inspects jobs, and contacts customers in the absence of the supervisors.
2 H	Installs and maintains utility lines, sewer, storm water lines, and water mains and house lines by using tools and equipment to determine elevation, laying foundation, laying pipe, cementing and wrapping joints, backfilling the hole, investigating stoppage problems, cleaning debris from structures, sewer lines, and pipes, cleaning and grading ditches, laying drain pipes, excavating utility lines with backhoes, opening manholes, digging streets, tightening bolts, making taps, and cleaning and clamping.
3 H	Provides supervision and support by performing on the job training, determining material requirements, providing assistance, ensuring that quality and safety standards are met, maintaining and inspecting equipment and tools, keeping logs and preparing records, delivering equipment, materials and supplies to and from job sites, performing minor maintenance and repairs on equipment, inspecting equipment and checking fuel and fluid levels, generating and maintaining reports, estimating material costs, planning, scheduling and directing personnel, generating correspondence and processing work orders.
4 H	Performs foundation services and maintenance to cemetery grounds by digging holes, mixing and pouring concrete, moving and resetting markers, digging, packing, turf work, backfilling graves, hauling excess dirt, erecting tents, removing flowers and moving and replacing monuments.

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Physical Strength Code		ESSENTIAL FUNCTIONS
5	H	Performs landscaping duties by preparing soil, digging holes, loading and distributing mulch, cleaning up job sites, grinding tree stumps, trimming trees and shrubs, removing flowers, installing turf, fertilizing, applying pesticides, planting trees, shrubs and flowers, seeding and lining mulching beds and trees, hauling topsoil, grading, removing snow, aerating lawns, hauling and removing trash, grading and smoothing clay on ball fields, lining fields, raising base pins, raking fields and preparing sport and recreational fields for use.
6	H	Performs funeral services by digging, packing, turf work, and backfilling graves, hauling excess dirt, erecting tents, removing flowers, and moving and replacing monuments.
7	H	Responds to emergencies by removing ice, snow, and storm debris.

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<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Two years experience as an Equipment Operator.
Certifications and Other Requirements	Valid driver's license; depending on assignment, valid CDL Driver's License- Tanker Endorsement; Sprayer Technician or CPR certification may be required.
Reading	Work requires the ability to read maps, route schedules, log books, memos and tickets.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write log books, various reports, equipment maintenance records and time sheets.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and sales representatives.

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Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Observations, meetings, communicating with citizens, sweeping
Sitting	F	Driving, operating equipment
Walking	F	To/from meetings, picking up litter, retrieving tools and supplies
Lifting	F	Tools, litter, debris, concrete, dirt, stones, small equipment, hoses, vehicle parts
Carrying	F	Brooms, tools, litter, debris, concrete, dirt, stones, small equipment, hoses, vehicle parts
Pushing/Pulling	F	Brooms, sweeping equipment, hoses, catch basin tops, shovels
Reaching	F	Litter, tools, hoses, pipes
Handling	F	Tools, litter, debris, concrete, dirt stones, small equipment, hoses, pipes, vehicle parts
Fine Dexterity	F	Tools, writing, operating equipment
Kneeling	F	Repairing equipment, picking up tools, setting up equipment
Crouching	O	Repairing equipment, picking up tools, setting up equipment
Crawling	R	Under brush, into storm drain
Bending	F	Picking up litter, tools, pulling hoses
Twisting	F	Operating equipment, pulling hoses
Climbing	O	In and out of equipment
Balancing	O	While cleaning filters and equipment
Vision	C	Driving, operating/repairing equipment, observations
Hearing	C	Staff, supervisor, citizens
Talking	F	Staff, supervisor, citizens
Foot Controls	F	Driving, operating equipment
Other (specify)	N	

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Vactor trucks, shovel, catch basin, rake, pick, hooks, flashlight, control box, wrenches, backhoe digger, mechanical sweepers, dump trucks, pay loaders, wrenches, bobcat, steamer, blower, broom

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	D	Dirt and Dust	D	Office Environment	--
Chemical Hazards	D	Extreme Temperatures	S	Warehouse	--
Electrical Hazards	D	Noise and Vibration	D	Shop	--
Fire Hazards	S	Fumes and Odors	D	Vehicle	--
Explosives	N	Wetness/Humidity	W	Outdoors	X
Communicable Diseases	D	Darkness or Poor Lighting	S	Other (see 2 below)	X
Physical Danger or Abuse	W				
Other (see 1 below)	M				

(1) Inclement weather

(2) City streets

**PROTECTIVE EQUIPMENT REQUIRED:**

Safety vest, steel toed boots, dust mask, earplugs, gloves, rain suit, safety glasses, face shields, hard hat

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)